

**JOB DESCRIPTION**  
*Adams County, Wisconsin*

JOB TITLE: Jail Officer  
STATUS: Regular full-time, around-the-clock shifts  
DEPARTMENT: Sheriff's Department  
SUPERVISOR: Sheriff & Jail Captain

GENERAL DESCRIPTION:

Under the direct supervision of the Sheriff or the jail Captain, the jail Officer is responsible for the supervision, care, welfare and maintenance of prisoners in the Adams County Jail, while ensuring facility safety and security.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Books, fingerprints, photographs and searches inmates
2. Provides aid to prisoners including meals and medical aid
3. Supervises activities of inmates and assignments of tasks
4. Receives bail, makes out bail bonds
5. Assists public with inquiries as appropriate
6. Maintains accurate records and prepares reports
7. Responsible for the ordering and distribution of inmate commissary requests and validating their ability to pay
8. Maintenance and supervision of inmates including delivery of medication, food and mail
9. Establishes and maintains a continuing relationship with all inmates and makes reports regarding the attitude and behavior of inmates
10. Detects potentially dangerous behavior and averts injury or death of inmates
11. Inspects and searches inmates and their living quarters for contraband and any unauthorized or otherwise dangerous materials
12. Issues uniforms, bedding and other supplies

14. Maintains discipline and enforces the jail rules and regulations
15. Insures that inmates do not escape or violate any laws
16. May use reasonable force to quell disturbances and maintain discipline and order
17. May be responsible for supervising inmates of any age or sex
18. Provides continuous, around-the-clock, communication between shifts
19. Insures that inmate status is current
20. May be called as a court witness and to provide testimony
21. Performs related duties as may be required or assigned

MATERIALS AND EQUIPMENT USED:

General office equipment	- motorized vehicle
Handcuffs	- police hand-held radio
OC defense spray	- fire extinguisher
Teletype	- flashlight
Medical equipment	- intoxilyzer
Self-contained breathing apparatus	- camera

LICENSES, CERTIFICATIONS AND SPECIAL REQUIREMENTS:

Valid Wisconsin drivers license required  
Must be bondable  
Drug test required  
Required to maintain complete official departmental uniform for duty as required  
Civil service examination  
Certification for Jail Officer required before end of probationary period

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Wisconsin statutes and Administrative Codes relating to the care and commitment of prisoners  
Knowledge of jail security procedures  
Knowledge of Sheriff's Department/Jail policies and procedures  
Ability to handle and control prisoners  
Understanding of radio/telephone communications  
General knowledge of law enforcement  
Ability to type accurately

#### EDUCATION AND EXPERIENCE:

- High school diploma or its equivalent
- Associate Degree in Correctional Science/Police Science is desirable
- Related work experience desirable
- Excellent moral character
- Ability to withstand extensive background investigation

#### PHYSICAL DEMANDS AND REQUIREMENTS:

- Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
- Visual acuity
- Able to hear normal conversations
- Ability to communicate orally in a clear manner
- Good manual dexterity of hands and fingers
- Able to lift/carry/push/pull at least 100 pounds

The Bloodborne Pathogen exposure for this position is high.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this description.